



# Treasury Information Processing Support Services (TIPSS-2)

## COTR Responsibilities

Forum for Managers of COTRs

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# COTR RESPONSIBILITIES

## - Managing TIPSS Tasks -

- Responsibilities as linked to project life cycle
  - Initiating
  - Planning (COTR)
  - Executing (COTR)
  - Controlling (COTR)
  - Close-out





# COTR RESPONSIBILITIES

## - Managing TIPSS Tasks -

- **COTR Role (Planning Phase)**
  - Developing Requirements (SOW)
    - Determining the Scope
    - Identifying Deliverables & Work Products
    - Establishing Period of Performance
    - Establishing Specific Acceptance Criteria
    - Identifying GFP/GFI
    - Providing Government Cost Estimate
  - Generating Funding Resources
  - Obtaining Management Approvals

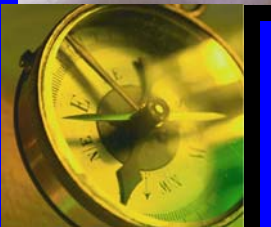




# COTR RESPONSIBILITIES

## - Managing TIPSS Tasks -

- **COTR Role (Executing)**
  - Reviewing Technical & Cost Proposals
  - Clarifying Technical Requirements
  - Assisting with Negotiations
  - Developing Communications Paths
  - Developing a Schedule of Deliverables
  - Establishing Status Meetings
  - Assuring Contractor has a Current Facility Security Clearance
  - Assuring Contractor Work Space







# COTR RESPONSIBILITIES

## - Managing TIPSS Tasks -

- **COTR Role (Executing) cont'd**
  - Receiving, Inspecting & Accepting of Deliverables
  - Assuring Prompt Review and Approval of Draft Reports
  - Confirming all Significant Technical Instruction to the Contractor
  - Ensuring that Changes in the Work or Service are Accomplished by Written Agreement issued by the Contracting Officer





# COTR RESPONSIBILITIES

## - Managing TIPSS Tasks -

- **COTR Role (Controlling)**
  - Maintaining a Contract Work File
  - Monitoring Financial Management Controls
  - Coordinating with the Program Office All Action(s) Relating to Funding and/or Changes in Scope of Work
  - Evaluating the Contractor's Request for Travel
  - Reviewing and Verifying the Contractor's Invoices for Hours Expended and Costs Incurred





# COTR RESPONSIBILITIES

## - Managing TIPSS Tasks -

- **COTR Role (Controlling) cont'd**
  - Informing the Contracting Officer when a Contractor is Behind Schedule & Coordinating Corrective Action to ensure Contract Schedule
  - Monitoring the Contractor's Performance to ensure Performance is within the Scope of the Contract
  - Reviewing Monthly Status Reports of Work Completed, Cost Incurred, Hours Expended, and Issues Noted

